

## School of Educational Foundations, Leadership and Aviation (SEFLA) Graduate Student Travel Grant Procedures

The SEFLA Graduate Student Travel Grant is offered as a means of reimbursement for SEFLA Graduate Students for costs associated with presentation of research at a State/Regional, National, or International conference. Applicants who are denied funding in the fall semester due to funding constraints will receive first priority in the following spring/summer semesters.

Students can receive funding from both the College and SEFLA as long as they meet the requirements outlined below. *Note: The requirements for each funding source are different.*

College Graduate Student Travel Grant	SEFLA Graduate Student Travel Grant										
The applicant can receive \$500 of funding per academic year.	The applicant can receive one grant award per OSU fiscal year (1 <sup>st</sup> July – 30 <sup>th</sup> June), up to the amount of \$500.										
Type of referred conference does not determine amount of reimbursement. Both domestic and international travel can be funded.	Type of referred conference will determine maximum reimbursement: International – up to \$500, National – up to \$350, State/Regional – up to \$250.										
See the <a href="#">College Graduate Student travel request application form</a> . For questions related to the College Travel Grant, please contact <a href="mailto:ehsadrgrs@okstate.edu">ehsadrgrs@okstate.edu</a> .	Excluding faculty, the applicant must be 1 <sup>st</sup> or 2 <sup>nd</sup> author on the research presentation.										
A complete application consists of: <ol style="list-style-type: none"> <li>1. Travel Request Application Form</li> <li>2. Budget Worksheet (in form)</li> <li>3. Official conference documentation that your paper/poster was accepted and/or letter or documentation confirming your participation at the conference (attach in form)</li> <li>4. Copy of abstract of paper/poster submitted for presentation (attach in form)</li> </ol>	A complete application consists of: <ol style="list-style-type: none"> <li>1. Travel Request Application Form</li> <li>2. Budget Worksheet (in form)</li> <li>3. Official conference documentation of a peer-reviewed conference research presentation (attach in form)</li> <li>4. Copy of abstract of paper/poster submitted for presentation (attach in form)</li> </ol>										
Must submit the complete application at least one month prior to travel.	Must submit the complete application by the deadline associated with your travel dates: <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><b>Travel Dates</b></th> <th style="text-align: left;"><b>Application Deadline</b></th> </tr> </thead> <tbody> <tr> <td>July 1-Sept. 30</td> <td>July 7, 2023</td> </tr> <tr> <td>Oct. 1-Dec. 31</td> <td>September 8, 2023</td> </tr> <tr> <td>Jan. 1-March 31</td> <td>December 1, 2023</td> </tr> <tr> <td>April 1-June 30</td> <td>March 1, 2024</td> </tr> </tbody> </table> <p><i><b>NOTE:</b> If travel is out of the country, the application must be submitted at least five weeks prior to travel.</i></p>	<b>Travel Dates</b>	<b>Application Deadline</b>	July 1-Sept. 30	July 7, 2023	Oct. 1-Dec. 31	September 8, 2023	Jan. 1-March 31	December 1, 2023	April 1-June 30	March 1, 2024
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Applications will be reviewed on a rolling basis as long as they are submitted at least one month prior to the conference/meeting.	Applications will be reviewed after the request deadline associated with your travel dates unless international travel requires early review.										

**To apply for funding from the College and/or SEFLA use the following form: [College Graduate Student travel request application form](#).**

Once reviewed at the College level, your application will be forwarded to the SEFLA Student Affairs Committee chair who will send you notification of the College's and SEFLA's funding decisions as well as the procedures you need to take to receive that funding. For questions related to the College Travel Grant, please contact [ehsadrgrs@okstate.edu](mailto:ehsadrgrs@okstate.edu). For questions related to the SEFLA Travel Grant, please contact the SEFLA Student Affairs chair. *Note: If you are applying for funding to an international location, you will still use the form linked above.*